

# Volume VIII, Section 6 – School Processing Options

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## Overview

School Processing Options are parameters or criterion that are set by the school and dictate how the COD System processes school data. Schools must confirm that these school processing options are set appropriately for each award year prior to submitting data for that award year to COD for processing.

Any questions related to the following school processing options should be directed to the COD School Relations Center at the following phone numbers or email address:

- 1-800-474-7268 for Pell Grant assistance
- 1-800-848-0978 for Direct Loan assistance
- CODSupport@acs-inc.com

## Promissory Note Print Option

This processing option determines whether the COD System prints the promissory notes or the school prints its own promissory notes for each award year.

### ***Business Rules:***

- 1) This option applies to Full Participant and Phase-In Participant Schools.
- 2) This option applies to Direct Loan schools only.
- 3) The values for this option are “N” or “Y.”
- 4) “Y” signifies that the COD System prints the promissory note and sends to borrower.
- 5) “N” signifies that the school prints the promissory note.
- 6) Direct Loan schools may update this option at anytime on the COD web site.
- 7) The Promissory Note Print Code field/tag on the Origination Record and on the Common Record allows a school override the selected school option at the individual loan level.
- 8) The Promissory Note Print Code field/tag enables a school to select who is responsible to print the note for a specific loan and, if COD prints, to select whether the note is sent to the school or the borrower.
- 9) The Promissory Note Print Code field/tag can also be used to request the COD System to reprint a promissory note and sent to the borrower or the school.
- 10) If an award does not contain the Promissory Note Print Code field/tag, the COD System defaults to the option on the school profile when processing the award.

## Promissory Note Type Option

This option determines whether the single-year or multi-year feature is applied to a Promissory Note for each award year. Schools eligible to use the multi-year feature can choose to issue single-year or multi-year promissory notes.

### ***Business Rules:***

- 1) This option applies to Full Participant and Phase-In Participant Schools.

- 2) This option applies to Direct Loan schools only.
- 3) The values for this option are “single-year” or “multi-year.”
- 4) “Single-year” signifies the borrower must submit a promissory note for each academic year for that specific school.
- 5) “Multi-Year” signifies the school may allow the borrower to receive loans for subsequent academic years based on a previously signed MPN.
- 6) Starting in 2003-2004, the MY feature has been expanded to include Direct Loan schools that are not four-year colleges or graduate or professional schools.
  - a) Any Direct Loan school that is not a four-year college or graduate or professional school that would like to use the multi-year feature of the MPN beginning with the COD system start up for the 2003-2004 award year must inform the COD School Relations Center by phone at 800/848-0978 or by e-mail at [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com) by March 14, 2003.
  - b) Any Direct Loan school that is not a four-year college or graduate or professional school and that does not inform the Department by March 14, 2003 that it would like to use the multi-year feature of the MPN will be identified in the COD System at start up for the 2003-2004 award year as using the single-year feature of the MPN for the purpose of linking loans for the 2003-2004 award year.
  - c) New schools to the Direct Loan program that are eligible for the MY feature under the expanded authority for multi-year use of the MPN will be defaulted to use the MY feature in the COD system
- 7) Direct Loan schools eligible for the multi-year feature may update this option at anytime on the COD web site.

**Note:** For more information regarding eligibility for the MY MPN feature see the Dear Colleague Letter GEN-02-10 (November 2002).

## Disclosure Statement Print Option

This processing option determines whether the school prints its own disclosure statements or allows the COD System to generate the Disclosure Statement upon receipt of the required information for each award year.

### ***Business Rules:***

- 1) This option applies to Full Participant and Phase-In Participant Schools.
- 2) This option applies to Direct Loan schools only.
- 3) The Disclosure Statement Print Code field/tag on the Origination Record and Common Record allows a school to decide at the individual student loan level who is responsible to print the disclosure statement for a specific loan and overrides the selected school option.
- 4) The Disclosure Statement Print Code field/tag can also be used to request the COD System to reprint a disclosure statement.
- 5) If an award does not contain the Disclosure Statement Print Code, the COD System defaults to the option on the school profile when processing the award.
- 6) Direct Loan schools may update this option at anytime on the COD web site

## **Administrative Cost Allowance Option**

This processing option determines whether or not the school will receive the Pell Administrative Costs Allowance (ACA) for each award year

### ***Business Rules:***

- 1) This option applies to Full Participants and Phase-In Participants
- 2) This option applies to Pell Grant Schools only.
- 3) The values for this option are “N” or “Y.”
- 4) “Y” signifies that the school will receive the ACA.
- 5) “N” signifies that the school will not receive the ACA.
- 6) Pell Grant schools may contact COD School Relations to request that FSA to update this option.

## **Pell Grant Error Processing Option**

This processing option determines whether the COD System rejects or corrects certain Pell Grant data elements that do not pass edits.

***Business Rules:***

- 1) This option applies to Full Participants only.
- 2) This option applies to Pell Grant Schools only.
- 3) The values for this option are “Rejected” or “Corrected.”
- 4) “Rejected” signifies that the COD System will reject certain Pell Grant data elements that do not pass edits.
- 5) “Corrected” signifies that the COD System will correct certain Pell Grant data elements that do not pass edits.
- 6) The default for this option is “Corrected.”
- 7) Full Participant Pell Grant schools may contact COD School Relations to request that FSA to update this option.

**Full or Standard Response**

This processing option determines whether the COD System returns to the school a Full or Standard Response to Common Records processed by the COD System.

***Business Rules:***

- 1) This option applies to Full Participants only.
- 2) A Full Response contains all the original tags sent by the School and the rejected data elements and reason codes.
- 3) A Standard Response contains only the rejected data elements and reason codes.
- 4) This option defaults to a Standard Response.
- 5) Schools can override this option on a record-by-record basis by submitting the <FullResponseCode> tag on the Common Record.
- 6) If the <FullResponseCode> tag is not sent, the option defaults to Standard Response.

**Note:** EDEExpress users always receive a Full Response regardless of their selected response option.

## Response Records Generated Based on Web Activities

This processing option determines whether the COD System sends Response Documents to the school's SAIG mailbox based on activity performed on the COD web site. This activity includes processing a new student, award or disbursement, or a change to any of these on the COD web site.

### ***Business Rules:***

- 1) This option applies to Full Participant Schools only.
- 2) The values for this option are "N" or "Y."
- 3) "Y" signifies that the COD System will send a Response Document to the school's SAIG mailbox based on activity performed on the COD web site.
- 4) "N" signifies that the COD System will not send a Response Document to the school's SAIG mailbox based on activity performed on the COD web site.
- 5) The default for this option is "N."
- 6) Schools may update this option at anytime on the COD web site.
- 7) If the school selects to receive a Response Document for activity performed on the COD website, the Document Type is "WB" indicating a web initiated response.
- 8) The <DisbursementSequenceNumber> is 66-90 for Common Record Response Documents with a Document Type of "WB."
- 9) The <PreviousSequenceNumber> tag is returned on Common Record Response Documents with a Document Type of "WB" to indicate the previous accepted Disbursement Sequence Number on the COD system for this Disbursement Number.

## Common Record Response Document Length Option

**2003-2004 Modification:** In 2002-2003 COD returned Response Documents that contained one tag set per line. In 2003-2004, Full Participant schools have the option to receive Response Documents with one tag set per line or a specified maximum number of bytes per line up to 10,000 bytes.

### ***Business Rules:***

- 1) This option applies to Full Participant Schools only
- 2) The default for this option is one tag set per line

- 3) Schools may choose to change the default to a specified maximum number of bytes per line, up to 10,000 bytes per line.
  - a) The minimum allowed bytes per line is the length of the longest tag in the Common Record XML Schema
- 4) Schools must contact COD School Relations to request that this option be updated

Note: Schools are encouraged to discuss this option with their software vendors before electing to make any changes to the default. The school's software must be prepared to accept Common Record Response documents of the new length.